

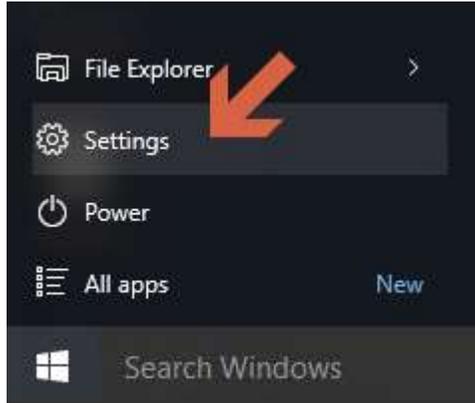
Windows 10 Device Tips

The new HP devices you've received run a full Windows 10 operating system. The advantage of this is that all applications you're used to are available at hand without the need to use Citrix in many instances. Items such as Microsoft Office, Adobe Acrobat (if authorized), and other windows applications are available. As an added bonus, these devices also have access to the Microsoft App Store, which while not as expansive as the iOS or Android stores, still does have some applications that might be of use. This document will step through accessing some of these features, along with others that have been made available on your device.

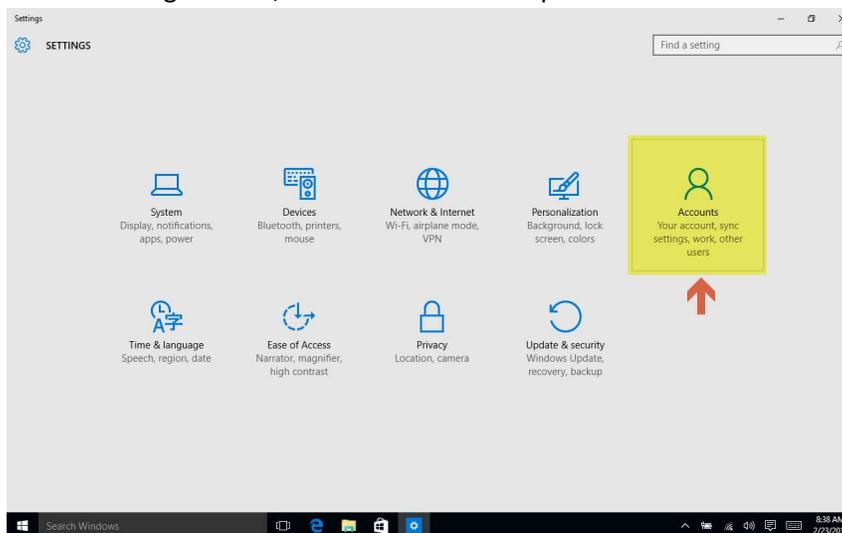
Creating a Microsoft Account and Accessing the App Store

In order to access the Microsoft App Store, you must first have a Microsoft Account. Similar to an Apple ID, or Google Account, this account will grant you access to the Microsoft App Store. The following steps walk through the process of setting up this type of account:

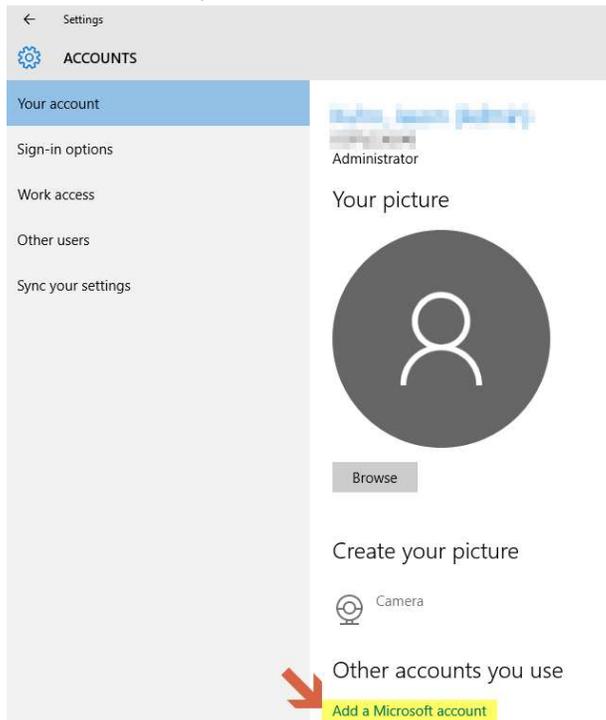
1. Locate the Settings button on the Start Menu



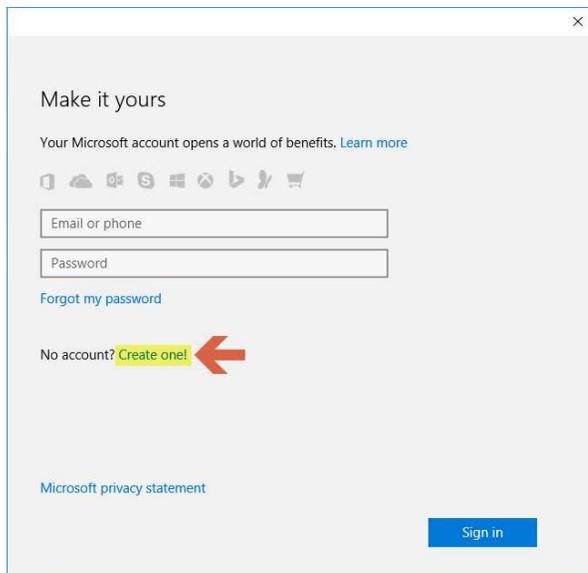
2. On the Settings screen, select the Accounts option



3. On the Accounts panel you'll be presented an overview of your device account. Locate the Other Accounts you use section at the bottom and select Add a Microsoft Account.

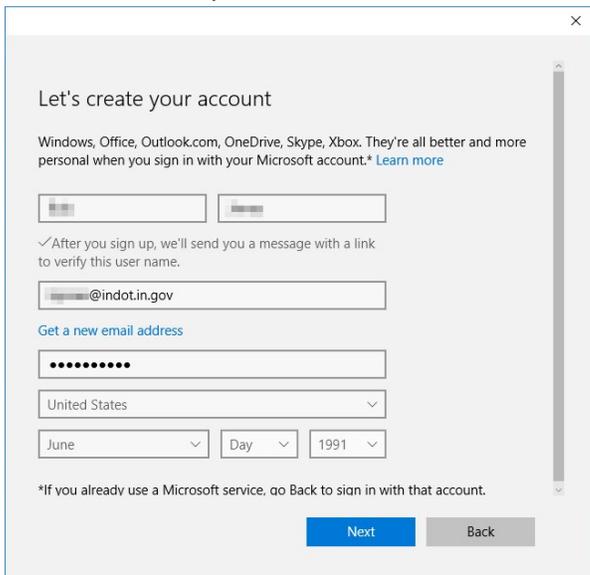


4. A new pop up window will appear. On this window locate the No account? Create one! Link as shown



5. On the account creation screen, enter the information requested. For the email, make sure you to use your @indot.in.gov email address. The password is one you create and is not associated with your network login. Passwords must have the following:
 - 8 characters
 - At least 2 of the following
 - Uppercase Letters

- Lowercase Letters
- Numbers
- Symbols



Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

✓ After you sign up, we'll send you a message with a link to verify this user name.

@indot.in.gov

[Get a new email address](#)

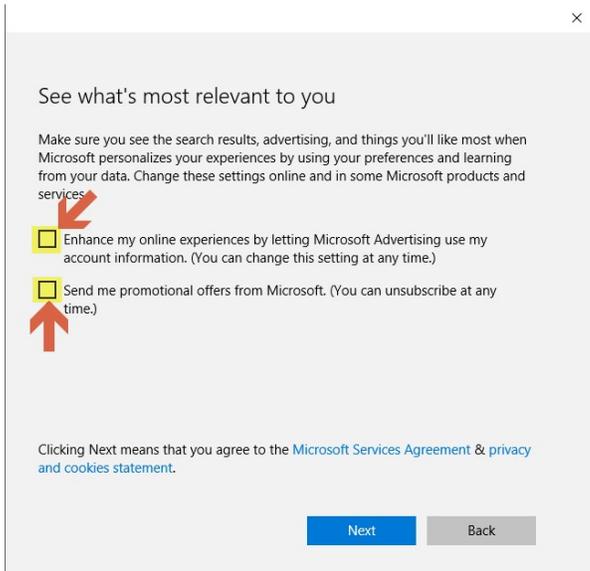
United States

June Day 1991

*If you already use a Microsoft service, go [Back to sign in with that account](#).

[Next](#) [Back](#)

6. Once all required fields have been filled out, select the Next button.
7. On the next screen, disable the toggles for Enhancing your online experience and Send me promotional emails and select Next.



See what's most relevant to you

Make sure you see the search results, advertising, and things you'll like most when Microsoft personalizes your experiences by using your preferences and learning from your data. Change these settings online and in some Microsoft products and services.

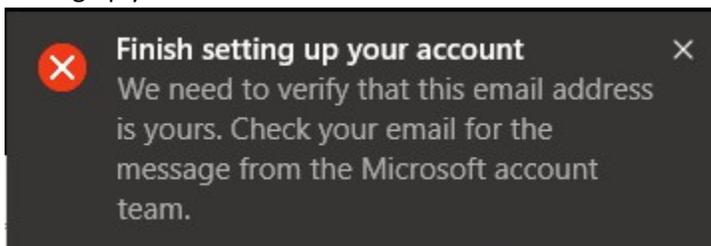
Enhance my online experiences by letting Microsoft Advertising use my account information. (You can change this setting at any time.)

Send me promotional offers from Microsoft. (You can unsubscribe at any time.)

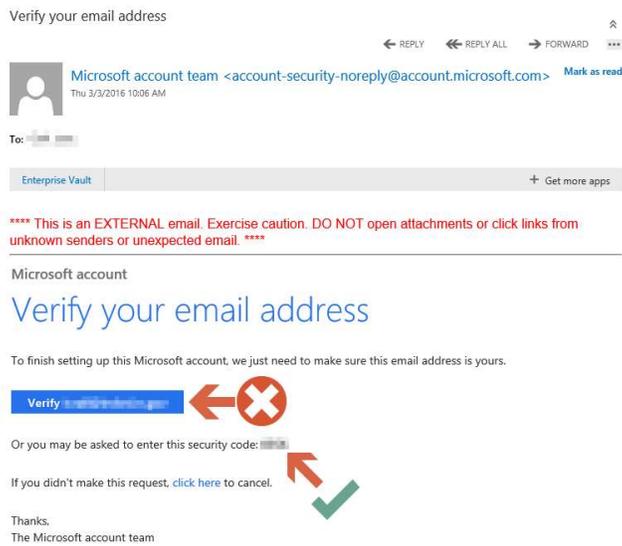
Clicking Next means that you agree to the [Microsoft Services Agreement & privacy and cookies statement](#).

[Next](#) [Back](#)

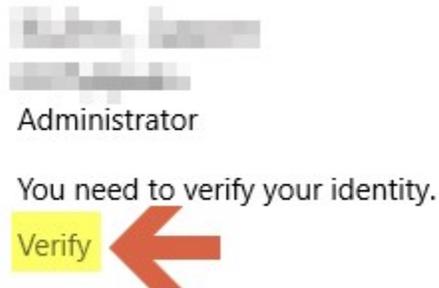
8. Upon completion, a brief prompt will appear in the lower right of your screen asking to Finish setting up your account.



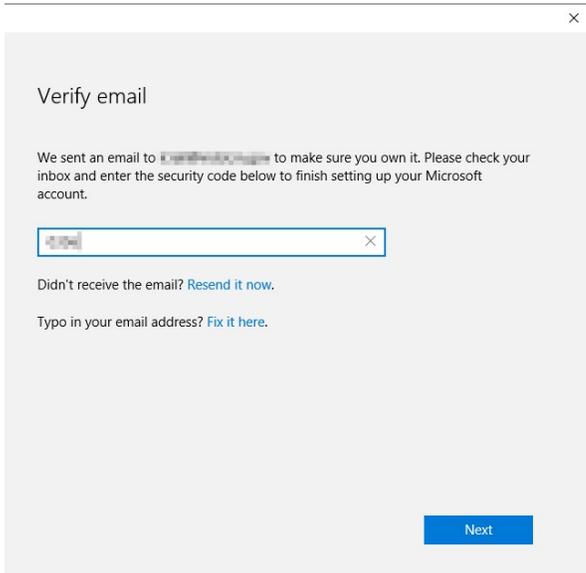
9. During the previous notification you will receive an email from the Microsoft account team (account-security-noreply@account.microsoft.com) to verify your email address. Do NOT select the Verify link in the email, instead review the 4 digit code provided.



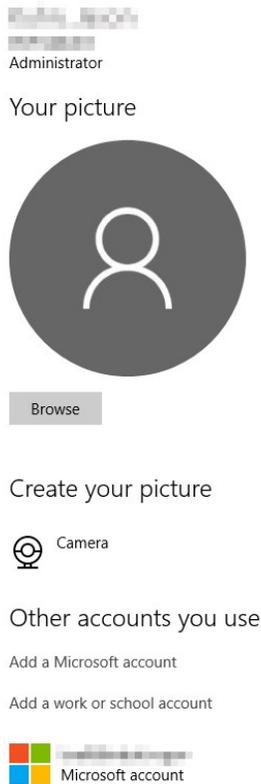
10. Back on the Accounts/Your Account panel, a new link for Verify will be shown below your name and login information. Select this link to proceed.



11. A new popup will be displayed requesting to Verify email. Take the 4 digit code from the received email and enter it into the field and select Next.



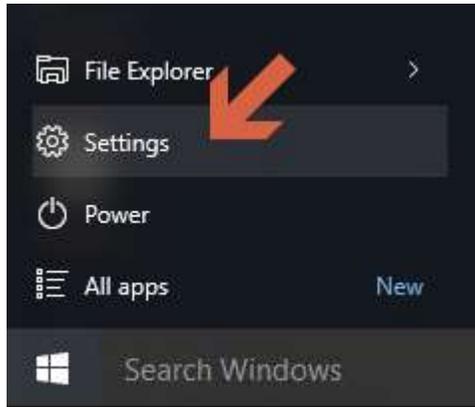
12. Upon completion, your Accounts panel will look similar to the following showing the linked Microsoft account at the bottom of the page.



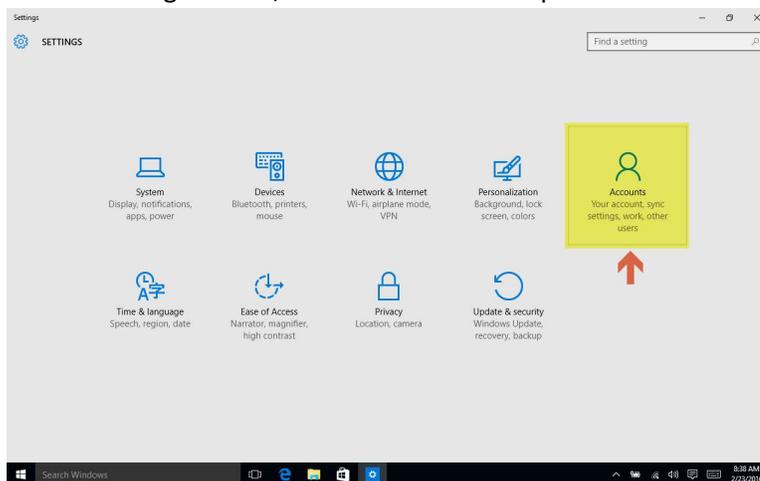
Setting Up PIN Code Access

In order to allow for a level of mobility on par with the iPad that preceded these devices, IOT has allowed for the use of PIN Code access on these devices. Out of the box, they are configured to require a fully typed password and the PIN Code must be enabled. These steps illustrate this process.

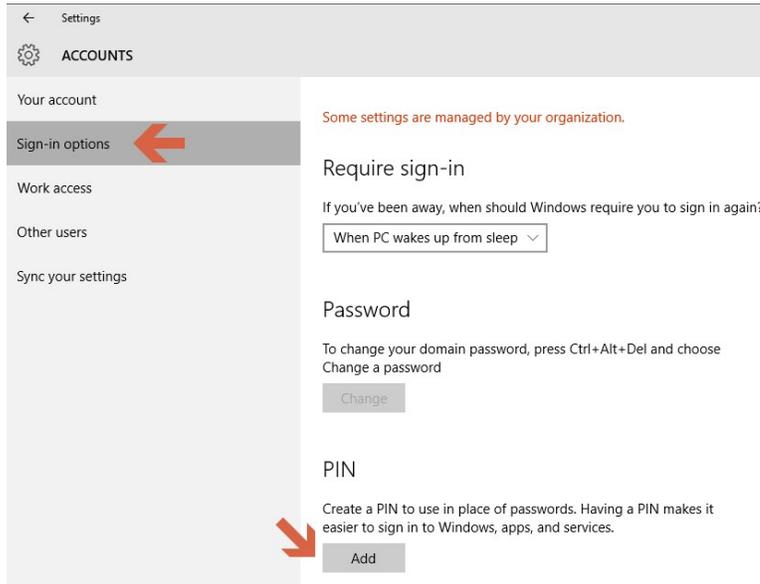
1. Locate the Settings button on the Start Menu



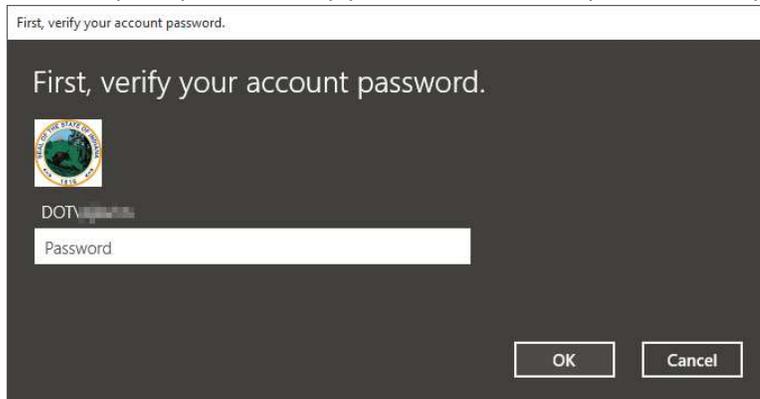
2. On the Settings screen, select the Accounts option



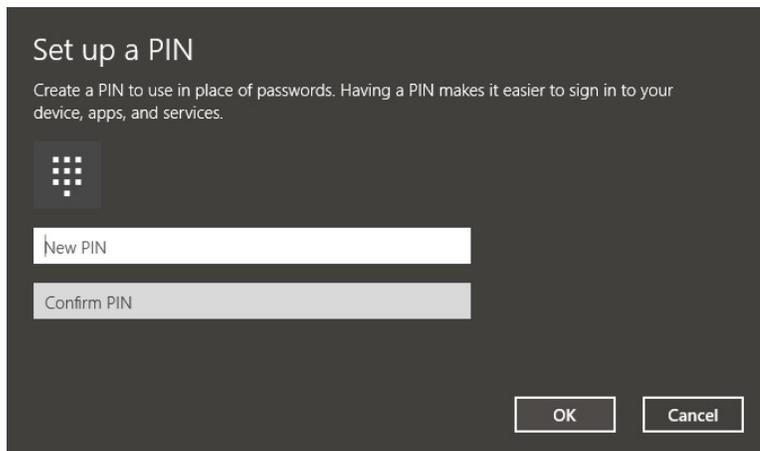
3. On the Accounts panel, select the Sign-in options on the left hand side. Followed by the PIN sections Add button on the right.



4. You'll be prompted to verify your account, enter your network password at this time.



5. Once verified, you'll be able to enter a PIN to enter instead of your full password when logging in to the device.



- Once complete, the PIN can be used to login. The section shown changes and allows for the retrieval of a lost PIN using the I forgot my PIN link.



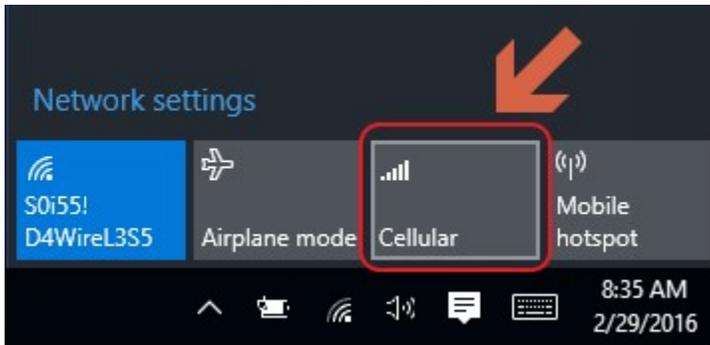
Enabling Cellular Connectivity

For those devices that have had an AT&T SIM moved from the existing iPads, cellular connectivity will be directly available on the device. The following steps show how to enable this connectivity option.

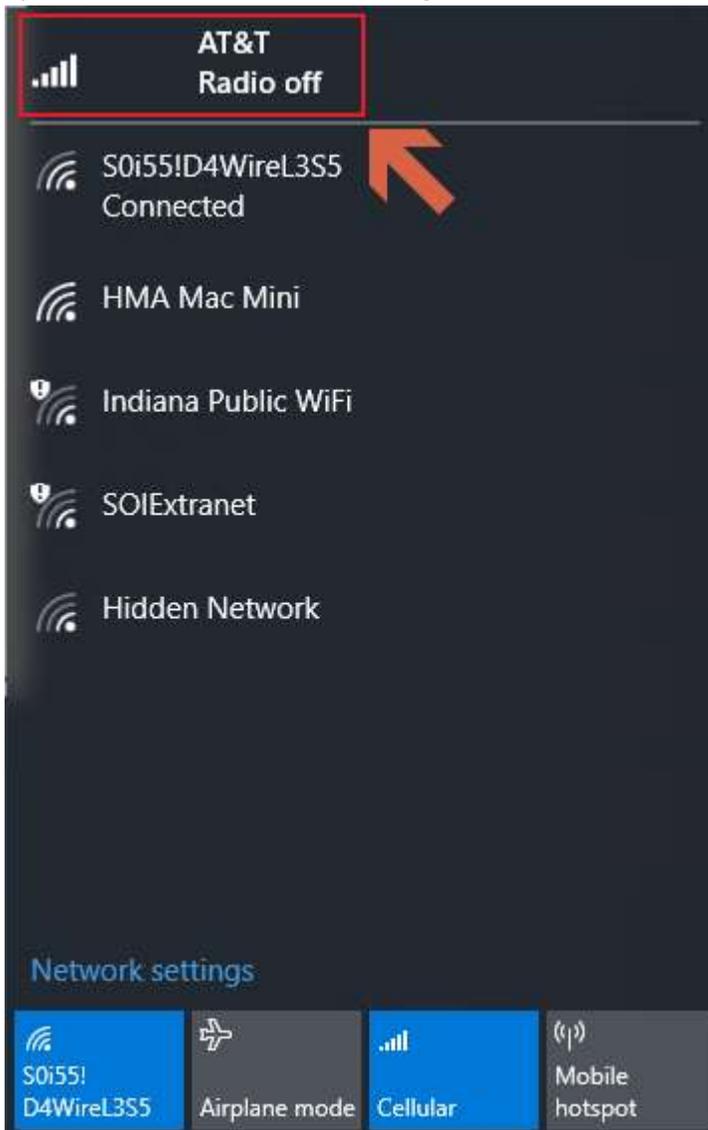
- Locate and click on the connection icon in the tray by the clock (normally the lower right hand corner)



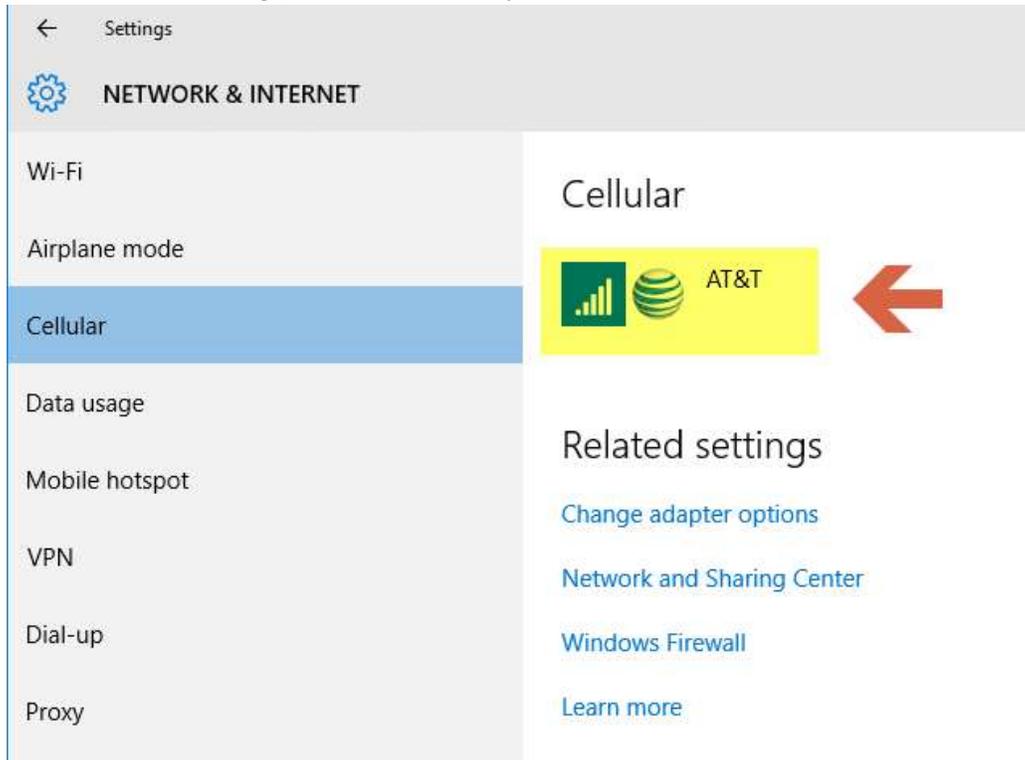
- On the Network Settings presented, select the Cellular icon so it changes from Gray to Blue.



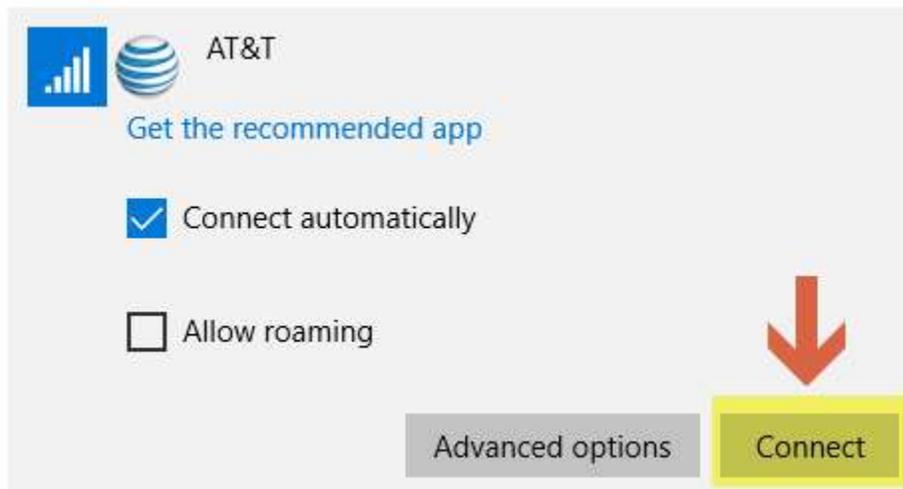
3. At the top of the Network Settings and Entry showing AT&T, Radio Off is shown, select this to open the Cellular connection settings.



4. On the Cellular settings, select the AT&T option.



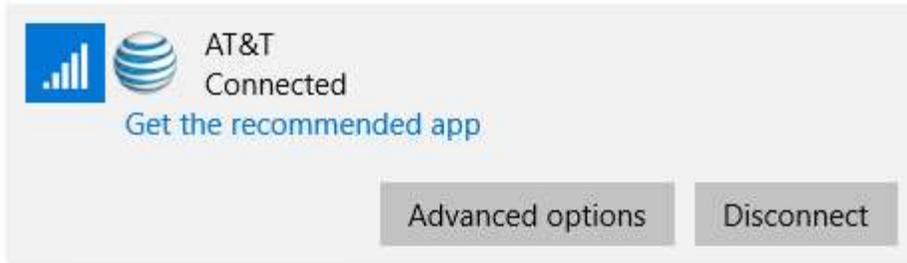
5. Once selected, the option will expand to show the following:



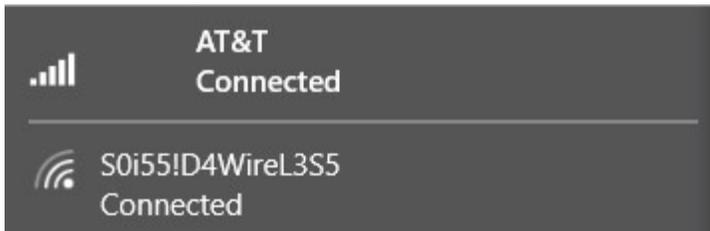
Please configure the connection as shown above, and select the Connect option. The Advanced options should only be used in conjunction with support.

6. Once completed the Cellular settings will show Connected, as will the Network Settings. Cellular connected

Cellular



Network Settings



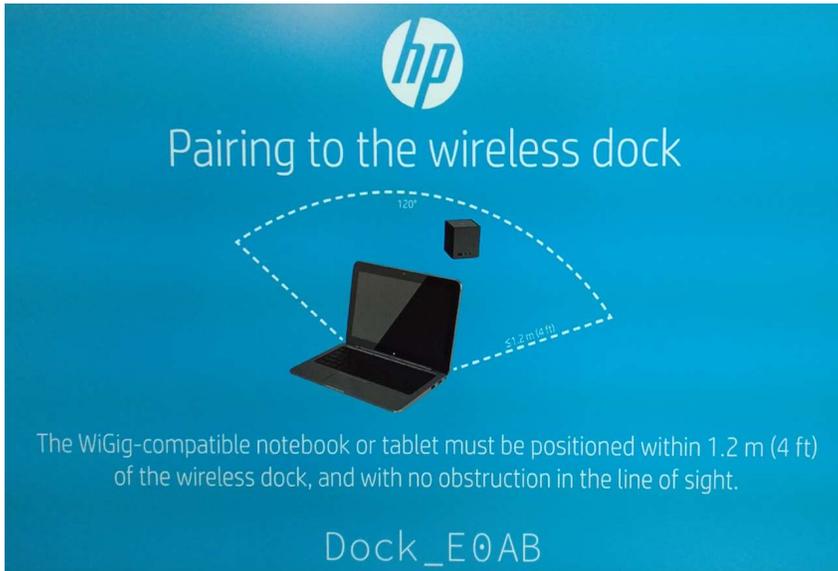
Connecting to a Docking Station

The new devices come with a wireless docking station. In order to use them, the dock and laptop/tablet must be paired. The following instructions illustrate this process.

1. The dock contains all the typical ports you'd find in a docking station, including video connections, networking, and USB. The majority of these are located on the back of the device. Power, additional USB ports, and audio output can all be found on the sides.
2. The dock should be connected to power and any additional peripherals needed (keyboards, mice, monitors, etc). At this time it can be powered up. The power switch can be found on the back of the dock as shown below:



3. If connected to a monitor, the docking station will show the below screen explaining the range that the dock can be connected to along with the docking station's name.



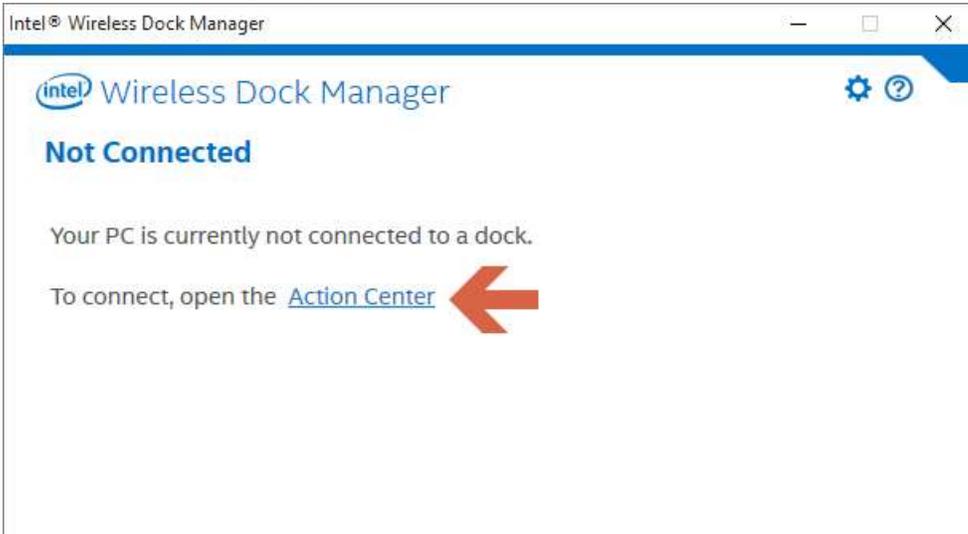
4. With the docking station facing forward (the ports shown in step 2 should be on the rear face) you're now ready to connect to the laptop/tablet. Place your tablet in roughly the same orientation as shown (1 is the front of the dock, 2 is the rear edge of the tablet/keyboard base):



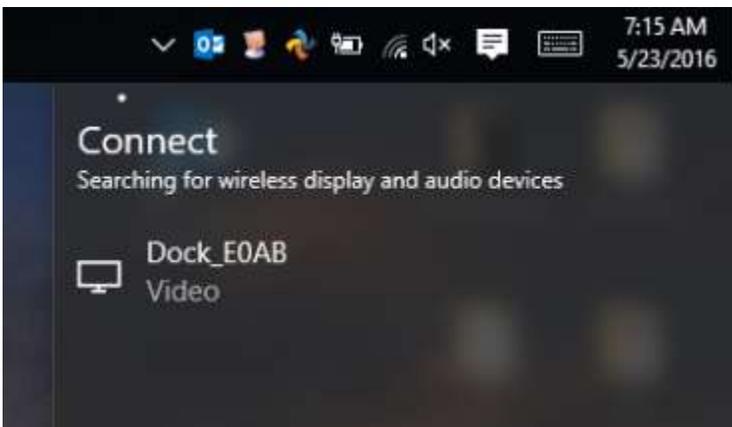
5. At this time, power up your tablet/laptop and enter into Windows. On your desktop, locating the Intel Wireless Dock Manager:



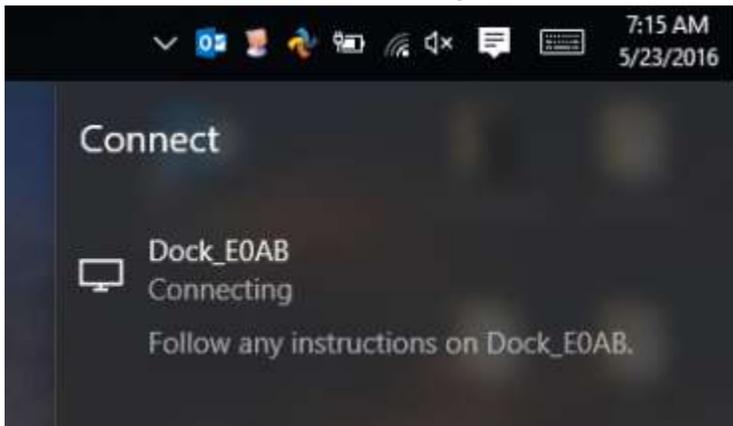
6. With the Dock Manager open, select the Action Center link shown:



7. The Windows notification center will open along the right edge of your screen and will populate with any docking stations that may be found. Select the entry for your docking station and connect:



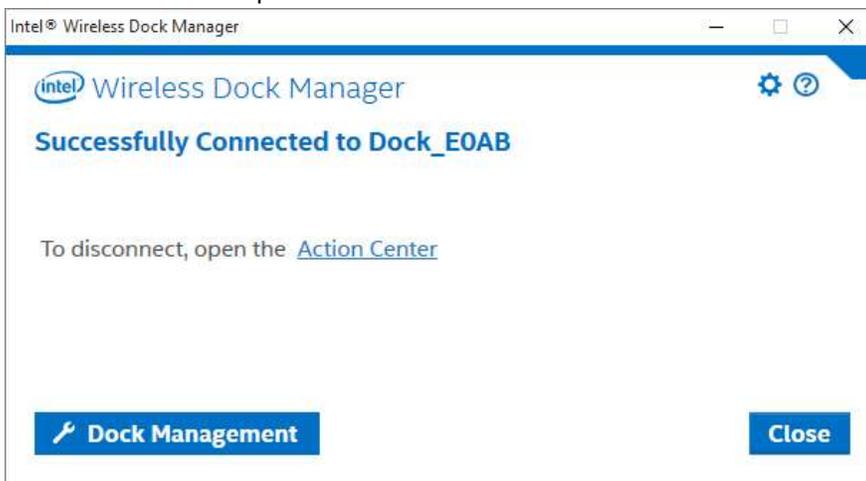
8. At this time your tablet and docking station will begin the pairing process. The status in Windows will show that it's connecting to the dock:



9. To complete the pairing process, you'll see that the orange icon on the top of the dock is now a pulsing white. Press this button firmly in the center and the pairing process will complete:



10. Windows will then report the dock is connected:



This completes the docking station pairing process. As you complete steps 9 and 10, you may be prompted to update the software on your docking station. If this occurs, please follow the prompts to complete this update and finalize the pairing process.

With the docking setup complete your dock will automatically connect to your tablet as long as they are within ~4ft and a 120 degree line of sight and both are powered on. This process requires no user interaction. Be advised that the placement recommendation is for best performance, it's completely possible that you may connect to your dock when further away with degraded performance. Note that there is a brief delay for input devices while the dock and tablet/laptop are connecting.

Finally, it is possible to be pair your device to multiple docks, and for a dock to be paired to multiple devices for flexibility purposes. Each connection has to go through the above steps for each dock connection being made.

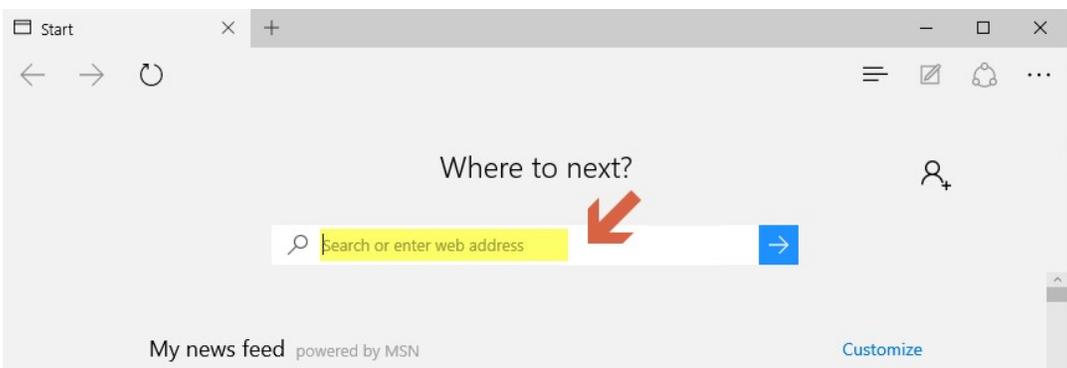
Opening Field Assistant in Microsoft Edge

Due to IOT standard configurations, the INDOT Field Assistant application will attempt to open itself in Internet Explorer. Currently, Field Assistant is not compatible with this browser, however it is compatible with Microsoft Edge shipped on your tablet. These instructions will show the process to open the Field Assistant in this browser.

1. Start Microsoft Edge from the Windows taskbar (normally on the bottom).

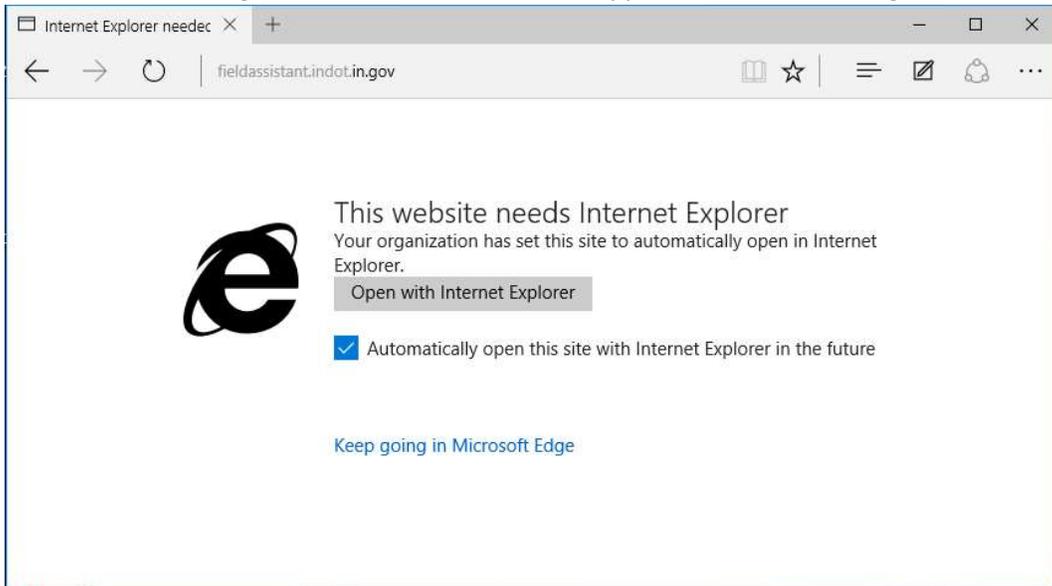


2. In the Edge window, place your cursor into the search box in the middle of the page, this will convert to a traditional internet address field.



3. In the field, enter <https://fieldassistant.indot.in.gov>. Very quickly, you'll see the page in Edge change, and then be presented with the Field Assistant in Internet Explorer.
4. Close the Internet Explorer window.

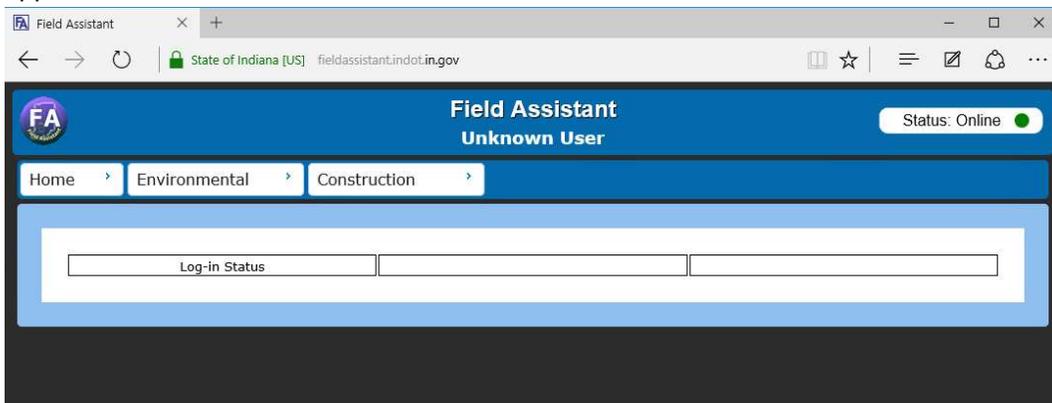
5. Once closed, the Edge window from before will reappear with the following information.



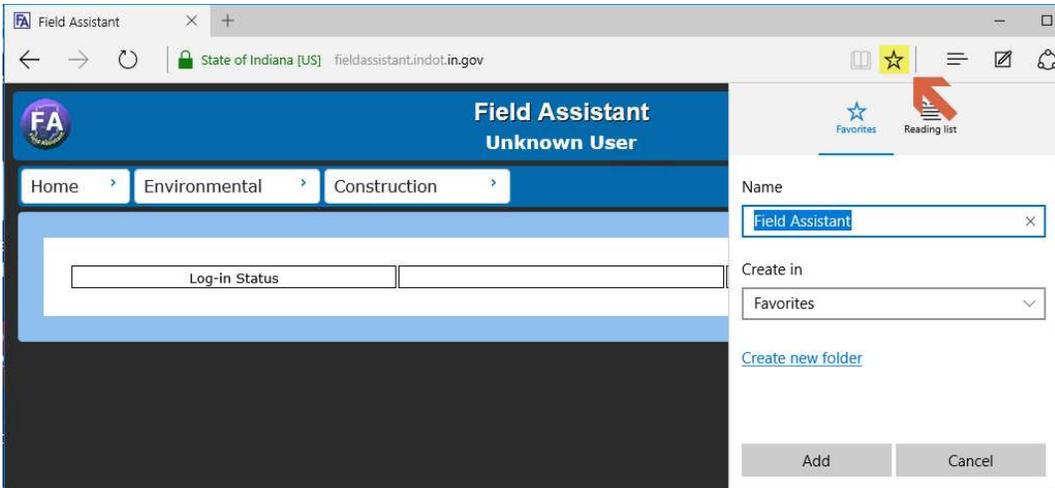
6. Uncheck the Automatically open this site with Internet Explorer in the future selection, and then select Keep going in Microsoft Edge.



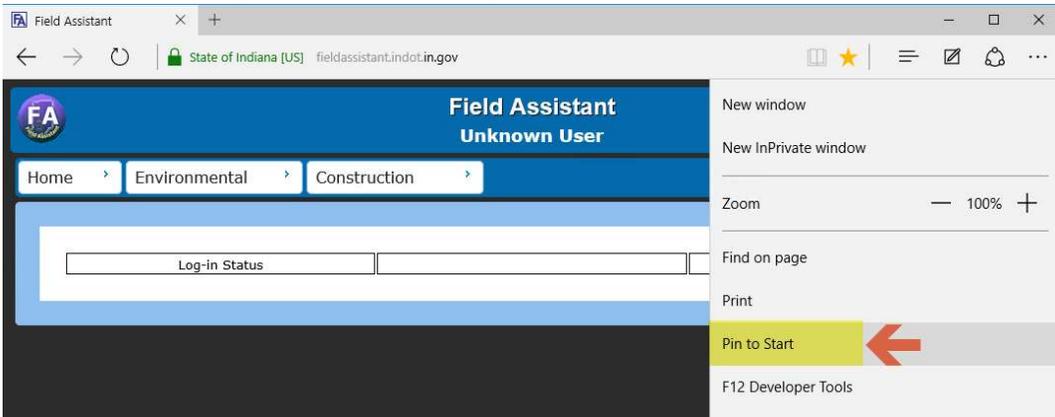
7. Once open, you'll be presented with the standard Field Assistant login screen and the application will be available for use.



8. To make the site a favorite, you can multiple options. You can either select the Star icon in up by the site address.

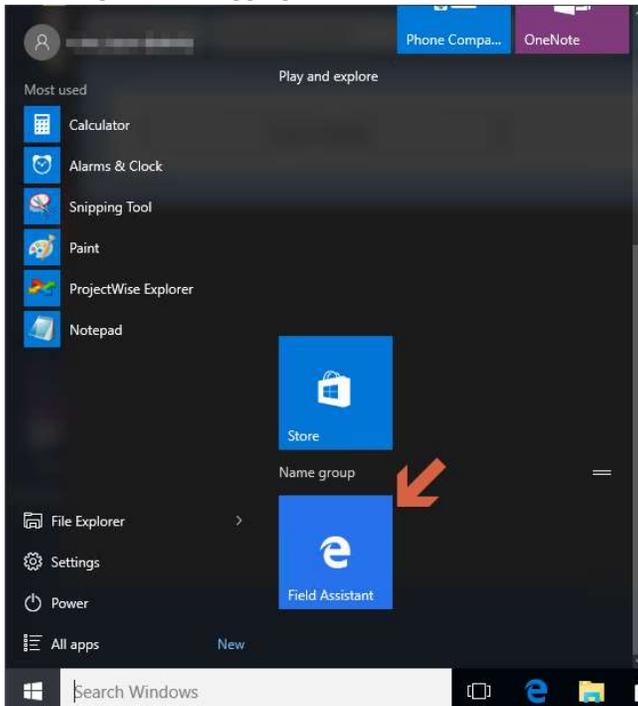


Or you can pin it to your Start Menu for quick access.



Where it will then show up under your Start Menu and you can move/adjust it's placement by

selecting it and dragging it.



9. Be advised that each time you start the Field Assistant, you will have to select the Keep going in Microsoft Edge link as noted in step 6 above.

Setting Default Applications

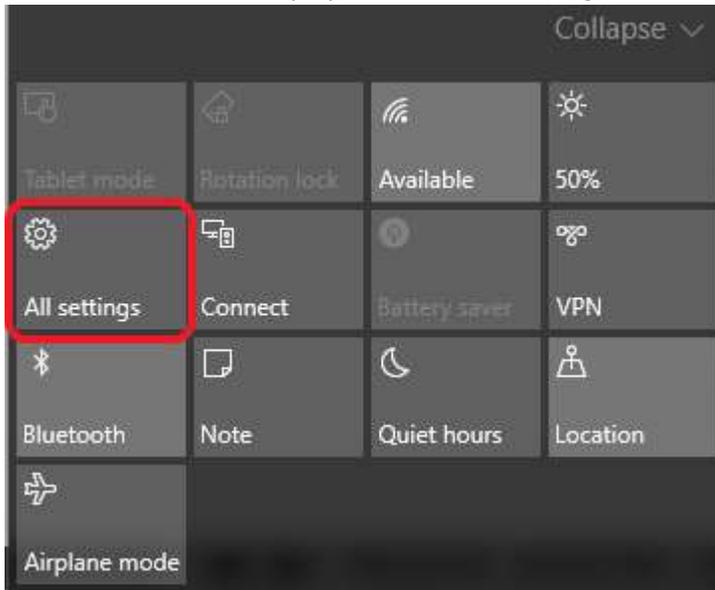
New devices have applications that may need adjustments to be made default. The following steps look at setting the recommended default applications.

Setting Internet Explorer as the default browser

1. Open the Action Center:



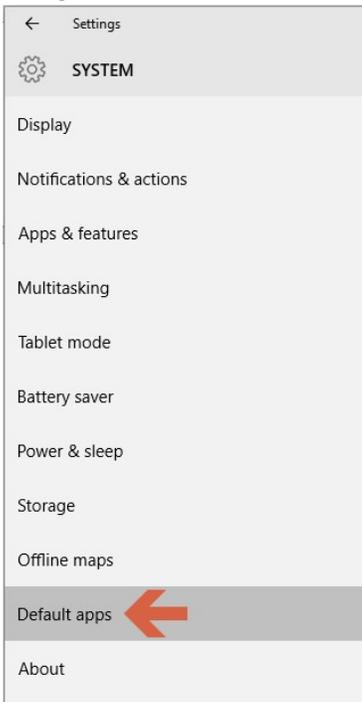
2. At the bottom of the display, select the All Settings button:



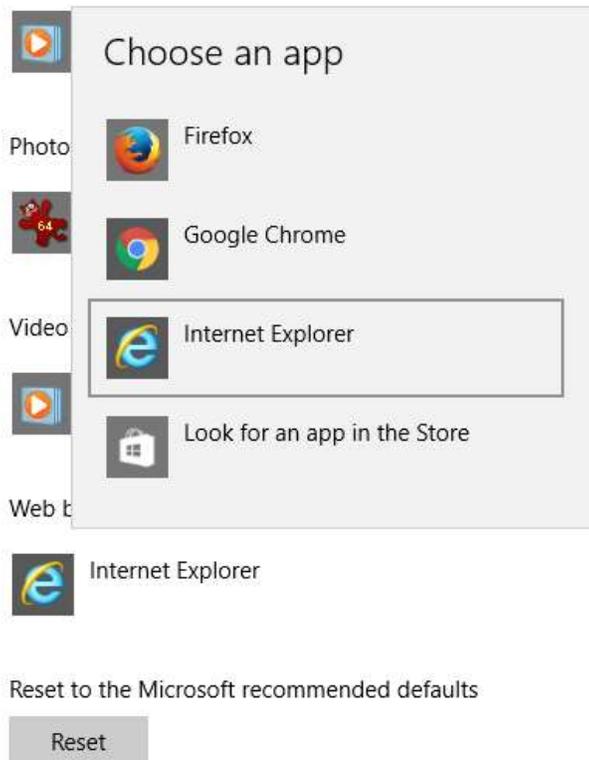
3. On the Setting window, select the System option:



4. Navigate down to the Default Apps entry on the left of the window:



5. On the right side of the window, locate the Web Browser entry. Select Internet Explorer as shown:



3. To set Reader as the default application for PDFs, select the Set this program as default option shown:

